Announcing
2004 TIG Conference

When: January 26-28, 2005

Where: Austin, Texas
The conference is being held at:
The Crowne Plaza Hotel
500 N. IH-35
AUSTIN, TX 78701
Tel: 1-512-480.8181
Fax: 1-512-457.7990
Email: dos@crowneplazaaustin.com

Who Should Attend?
All current 2004 TIG Recipients (required as part of your grant and all fees/expenses paid). Due to positive feedback from the community, we are again this year opening the conference a limited number of spaces to those who are not receiving TIG grants this year. We continue to improve all aspects of the conference and aim to provide a valuable learning opportunity. You should consider attending if you are a:

Statewide Technology Coordinators
Web Masters
Web Content Coordinators
Technology Advocates
Technology Project Managers / IT Directors
Program Executive Directors

This year at the Conference
This year's conference will have three tracks, each targeted to a different audience; A Techie Track, A Website Track and a Management and Operations Track. **All 2004 Website grantees are required to attend the Website Track.**

Track One – The Techie Track
This is actually two tracks. We have brought in professional training organizations to cover two distinct topic areas. Both of these vendors will be setting up **computer labs on site** for real hands on training during the sessions. Therefore **enrollment in these sessions will be extremely limited!** Spots will be awarded on a first come, first serve basis. **At this time we have only committed to one day of training for each session – but if there are enough confirmed registrations we will repeat both of these sessions on day two** of the conference.

Please register by November 22, 2004 so we can secure additional training if we have the participants to fill the spots!

Session A – Security, Firewalls, Spam Filtering – 15 spots only available!
The morning session will be geared to beginners – you have a firewall but your not sure it's doing everything you need it to do, you're still struggling with spam and how to keep your entire network virus free. Non Tech folks managing Tech Projects, Program Directors that want to know more about security, Computer Responsible People - this session is for you.

The afternoon session is for you hard core technologists - this session builds on the morning's session to delve even deeper into ensuring your networks are safe and secure. Hardening applications, good computing policies, etc. will be covered.

You may take both the morning and the afternoon sessions for a full day of security training or you can take only that session you think would be most helpful.

Session B – Everything you've ever wanted to know about PDF's – Only 12 seats!
The morning session will be geared to the beginner user and will include – a guided tour of Acrobat 6 interface, creating PDF files from Microsoft Word, scanning documents to PDF, combining PDF files including adding headers/footers, adding/deleting/extracting and replacing pages in the PDF document, basic security options for PDF and making PDF's Section 508 compliant.

The afternoon session will be geared to advanced users including: reviewing and marking up a PDF file for collaboration, including starting an email based review, working with comments. Also in this session; creating simple PDF forms, formatting special numbers, radio buttons, reset buttons, tab order, combo boxes, list field boxes, restricting data entry in a field, filed calculation, submitting data, adding a submit button and receiving form data. Also in this session will be an introduction to JavaSscript to create intelligent forms.

Track Two – The Website Track – All 2004 TIG Website Grantees must attend this track. This track is open to any one else that wishes to attend.
Actually two separate tracks with sessions geared in two ways – New Websites or Recent First Year website grantees and Experienced Website Grantees. Occasionally the spilt will be along template lines – the group will divvy up based on whether you use the Probono.net template or the Kaivo template. If you are a web master or web content coordinator, this is the track for you.

Track Three – The Management/Operations Track

This track is targeted to folks responsible for reporting on TIG grants and/or finding other technology grant money. The sessions in this track will cover over the 2.5 day conference:

- ❖ Writing High Quality Grant Proposals
- ❖ Remote Office Options – what is are my telecommunications options?
- ❖ Introductory and Advanced Evaluation
- ❖ ArcView and GIS Software – Using Maps
- ❖ Technology Ethics

Sample Day				
Techie Track		Website Track		Mgmt/Ops Track
Session A	Session B	LawHelp Priorities	Kaivo Priorities	Technology and Ethics
Security intro	PDFs intro			
				Writing Quality Proposals
Lunch				
advanced	advanced	New Project Plans	Experienced Outreach	Intro to Evaluation
		Working with StakeHolders	Using Web Statistics	Remote Office Options

How to Register
Please see attached Registration Forms

Fees for Non-TIG 2004 Recipients
Conference fee –
$400.00 by November 22, 2004
(Includes training sessions, conference evening reception (including transportation to and from reception), breakfast, lunch and snacks each day. The fee **does not include** any travel, hotel accommodations or additional expenses. Participants who are not current TIG recipients must make their own hotel accommodations and transportation arrangements.